

## Project Manager (hired by ZIP Institute, R. of North Macedonia)

### Detailed description

Project Manager will be the person in charge of the management of the whole project. This is a **part-time position** (80% of the time) and his/her role includes planning and coordination of activities as well as the joint financial management and joint reporting. He will be the head of the CBC Operative Committee and will report directly to the CBC Steering Committee.

The *main responsibilities* of the Project Manager include, but are not limited to:

- Planning and coordination of the activities
- Coordination of the Project staff
- Perform duties in full compliance with donor's regulations and rules, municipal's policies and standard operating procedures, including internal controls;
- Review and verify financial transactions, activities, and documentation;
- Draft narrative reports and supervise the financial expenditure under the project;
- Communicate with Committee members, Steering Committee and municipal staff and other relevant stakeholders

### Required Qualifications

- University degree, preferably in Management and/or relevant working experience
- At least 5 years of experience in managing projects (working on infrastructure projects and/or a regional experience will be considered an asset);
- Good knowledge of EU Project Management rules, procurement and regulations gained while working on at least one (1) EU funded project;
- Good public relations skills;
- Excellent oral and written communication in Macedonian and Serbian;
- Excellent oral and written English language communication skills;
- Advanced computer skills, especially MS Excel and MS Word, internet browsing and e-mail communication;



This project is funded  
by the European Union



# Empowering Vulnerable Communities

Catalysing Climate Action Through Climate Assemblies

EuropeAid/180645/DD/ACT/MKNorth Macedonia: Thematic Programme on Human Rights and Democracy 2023-2024

Contract: NDICI-THE-NEAR/2024/180645/33

Project: Empowering Communities: Catalysing Climate Action Through Climate Assemblies

## Accountability and Working Relationships

- Accountable to the Delegation of the European Union to North Macedonia – EEAS, Operative Committee and Steering Committee;
- Works closely with all members of the Project Team;

## Competences

- Great attention to details, precision and accuracy in performing tasks
- Proactive, creative, solution-oriented person
- Good time management skills
- Flexibility and adaptability of the work challenges
- Ability to meet deadlines, work on own initiative and consult where appropriate
- Team Work
- Availability and willingness to travel
- Highly motivated self-starter
- Intercultural sensitivity and awareness is a must

**Salary: 1100 euros per month (exchanged in Macedonian denars).**

## Application process:

Candidates can apply by submitting a one-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification. This letter should be submitted with a CV [infp@zipinstitute.mk](mailto:infp@zipinstitute.mk) by 16:00 hrs. January, 16<sup>th</sup>, with the position you are applying for in the subject line.

The selection process is conducted in two phases and multiple languages. The first is the CV and cover letter assessment. The second is an interview scheduled on January 18<sup>th</sup>, 2023. The selection panel is made of 3 members of the project partners. The final decision will be made on January 19<sup>th</sup> 2023 and the selected staff member will be expected to start on January 20<sup>th</sup> 2023.



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